

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter IV Queries and Reports
	Section 4 Reports - Cases

This procedure demonstrates the steps to create a Cases report. The information contained in the report can be used to monitor cases, utilizing different sort criteria.

- STEP 1 Select **Reports** from the main menu.
- STEP 2 The **Reports Events** screen will display. Click **Cases**.
- STEP 3 The **PACER Login** screen will display. The user must enter their PACER login and password. Click **Login**. After gaining access, click **Cases**.
- STEP 4 The **Cases Report** information screen will display. Selected desired criteria.

Cases Report

Office: Fort Lauderdale, Miami
Case Type: ap, bk
Chapter: 7, 9
Trustee: Tolz, Marika; Weiner, Robin R; Welt, Kenneth A

Date Type: Filed Date
From: 11/1/2004 to 11/1/2004

☒ Open cases
☐ Closed cases
☐ Party information

Sort by: Filed Date

Output Format: ☒ Formatted Display
☐ Data Only

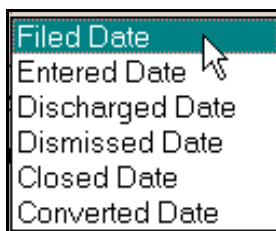
Run Report Clear

The following describe options designed to specify criteria for a user search. They will also serve to limit a search.

- ◆ **Office, Case Type, Chapter, and Trustee** - The default is blank which means all options are included. Make a selection from the drop down list by highlighting the desired item. A user may also select more than one item by holding down the **Ctrl** key and clicking on additional items.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter IV</p> <p align="center">Queries and Reports</p>
	<p align="center">Section 4</p> <p align="center">Reports - Cases</p>

- ◆ **Date Type** - Select an option from the following drop down list. The list defaults to Filed Date, and only one option may be selected at one time.



- ◆ **From/To** - Select a date range if desired. The default is the current date.
- ◆ **Open cases/Closed cases/Party Information** - The Open cases box is checked by default. If the user wants only closed cases, click on Open cases to "uncheck" the box, then click on Closed cases. Click on Party Information if this detail is desired. All can be checked at the same time if desired.
- ◆ **Sort by** - The report can be sorted by the following criteria. Up to three items may be selected. Filed Date is the default.



- ◆ **Output Format** - A **Formatted Display** is the default and is recommended.
- ◆ Click **Run Report** or **Clear** to reset defaults.

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STEP 5 The **Cases Report** screen will display with the case criteria as selected in the previous screen.

Cases Report for 2/16/2005						
U.S. Bankruptcy Court						
Southern District of Florida						
Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
04-00105-PGH	inp		Drywall Specialties, Inc. v. Wexler	Hyman	<i>Filed:</i> 11/01/2004 <i>Entered:</i> 11/01/2004	<i>Office:</i> Fort Lauderdale
04-00106-PGH	mp		Wexler v. Drywall Specialties, Inc.	Hyman	<i>Filed:</i> 11/01/2004 <i>Entered:</i> 11/01/2004	<i>Office:</i> Fort Lauderdale
04-01098-RBR <i>Lead BK:</i> 04- 11070-RBR <i>Pamela L. O' Bright</i> <i>Chapter: 7</i>	ap		Citibank SD v. Negrón	Ray	<i>Filed:</i> 11/01/2004 <i>Entered:</i> 11/01/2004	<i>Office:</i> Fort Lauderdale

- ◆ The case number is a hyperlink to the docket sheet, in which the user can further define search criteria (see Docket Report procedures for more information).

STEP 6 To print the report, click on the browser's **Print** icon. The user may also navigate between screens by clicking on the browser's back and forward buttons.